

OTE 86-1027

20 June 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Training and Education

SUBJECT: Participation in Office of Training and Education's
All Hands Meeting on 24 July

1. I am pleased you will be able to join us at the Office of Training and Education (OTE) All Hands Meeting scheduled for Thursday, 24 July, at 1500 hours in Room 902 CofC. The All Hands Meeting is held quarterly for all OTE personnel who are able to attend. Topics vary widely at these sessions, the general thrust is subjects of common concern to all Office personnel. The session typically lasts one-hour and is relatively informal. Recently, I have used this forum to discuss new Office initiatives, plans for the Office in the future, including where OTE may be geographically located and personnel matters of common interest. I have found it a useful opportunity to exchange ideas with a wider audience of OTE people.

2. At this session, we would like you to present three Employee of the Trimester Awards to people who made exceptional contributions to the Office's efforts in the period January to March 1986 and recognize those who have served the Agency 20 years or more through presentation of Longevity Certificates. We will send background on the Trimester Awards to you prior to the meeting. Also, it would be of interest to OTE people to hear from you on your thoughts regarding the Directorate of Administration and its future. Your comments were particularly well-received at our Management Conference at [redacted] in April.

3. If you would like to pass on the latter part regarding the Directorate of Administration, I will make some comments regarding recent OTE activities. Again, I am pleased you will be able to join us. Let us know your preferences for the session.

[redacted]

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_____ I agree to address the Group regarding the DA, in addition to presenting the Trimester Awards and 20-Year Longevity Certificates.

_____ I prefer to do only the Awards and Certificates on 24 July.

_____ Date

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